

**Functional Series 400
Personnel**

INTERIM UPDATE 05-06

SUBJECT: Revision of ADS 415, Civil Service (CS) to Foreign Service (FS)
Appointment Program

NEW MATERIAL: ADS 415, Civil Service (CS) to Foreign Service Appointment Program has been revised in its entirety. CS employees are encouraged to read the chapter for all new and revised requirements and procedures.

EFFECTIVE DATE: 02/25/2005

ATTACHMENTS: 1. [ADS 415](#)
2. **Summary of Major Changes**

POLICY USAID/General Notice
M/HR/PPIM
03/11/2005

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ADS 415, Civil Service (CS) to Foreign Service Appointment Program has been revised in its entirety. CS employees are encouraged to read the chapter for all new and revised requirements and procedures. The major changes made to the chapter are summarized in Attachment 1.

The revised chapter is included as Attachment 2.

Point of Contact: Any questions concerning this Notice may be directed to Gladys Brooks, M/HR/POD, 202-712-0917.

Notice 0335

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU4_0506_031605_nocd	03/11/2005	02/25/2005			This IU will be cancelled once CD 39 is issued.

Summary of Revisions to ADS 415

1. **Overview:** The Overview clarifies the type of appointment offered under the Program. Civil Service employees approved for conversion to the Foreign Service are offered Non-Career, limited-term appointments (not to exceed five years).
2. **Announcement of Positions:** ADS 415.3.2 requires positions to be advertised twice in one assignment cycle before CS employees will be considered. Mission Directors will make the decision to use this program as a resource to fill vacant positions. The names of CS employees approved for conversion will be maintained on a CS to FS roster in the backstop of the available position (s) and sent out on selection certificates as opportunities occur.
3. **Eligibility and Qualifications:** To be eligible for conversion under the Program, ADS 415.3.3 states that applicants must 1) have Career tenure with the Federal government, 2) be at grade GS-13 or higher, and 3) must possess professional experience at a level appropriate to overseas FS-03 to FS-01 positions in various backstops.
4. **Application Procedures:** ADS 415.3.4 indicates that Expression of Interest General Notices will be issued periodically. Interested CS employees will be asked to apply.
5. **Technical Review Committee:** ADS 415.3.6 requires a Technical Review Committee to review technical qualifications, assess competencies and make recommendations concerning the inclusion of CS applicants on the CS to FS Roster.
6. **Change in Limited Appointment:** ADS 415.3.7 requires that the candidate's request to change from Non Career to Career Candidate be supported by the chief representative of the candidate's backstop.
7. **Tenuring:** ADS 415.3.8 clarifies the tenuring requirements for employees changed to Career Candidate appointments under the Program.
8. **Salary and Within Grade Increases:** ADS 415.3.9 includes a CS to FS conversion/grade equivalency table.
9. **Reemployment Rights:** ADS 415.3.9 is expanded to cross reference information on appeals from ADS 412 to include the time M/HR/POD must notify the employee in writing if reemployment rights are denied, the reason for the denial and the employee's right of appeal. Employees are also referred to E412.5.7 which gives instructions on the appeal process.